



Employee User Guide

Human Resources

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Overview

Employee Self Service (ESS) and Manager Self Service (MSS) provides managers and staff with the ability to update personal details, view payslips and book annual leave via a secure web-based portal called myHR, saving unnecessary paperwork and administration.

Policies governing usage

This portal contains personal data about staff. Before accessing, you must make sure you are familiar with your obligations under the University's [Data Protection Policy](#) and the University's [IT policies](#).

The data contained in this portal must not be downloaded, copied or stored on any unsecure (unencrypted) device.

Help

We hope that both ESS and MSS are intuitive and straightforward to use. This guide will lead you through some key functions. However, if you require further assistance, please email myHRSupport@mmu.ac.uk.

Feedback

The system has been designed through extensive consultation and has been thoroughly tested. However, we recognise that there is always room for improvement and we are glad to hear any suggestions. If you have any suggestions for improvements or enhancements please email feedbackonmyHR@mmu.ac.uk.

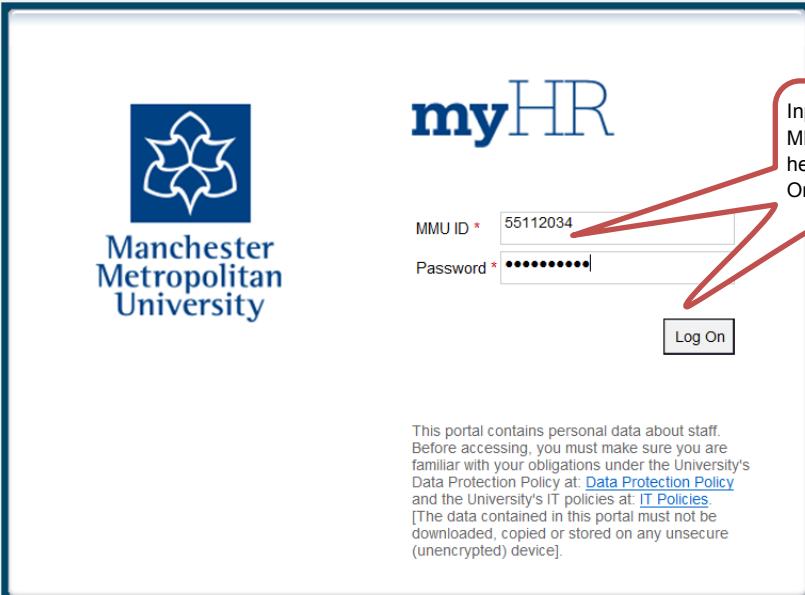
Employee Self Service (ESS)

Logging in and out

To log on to **myHR**, Click on the **myHR** icon on your desktop.



Logging in is straightforward – just enter your usual MMU credentials in the boxes.

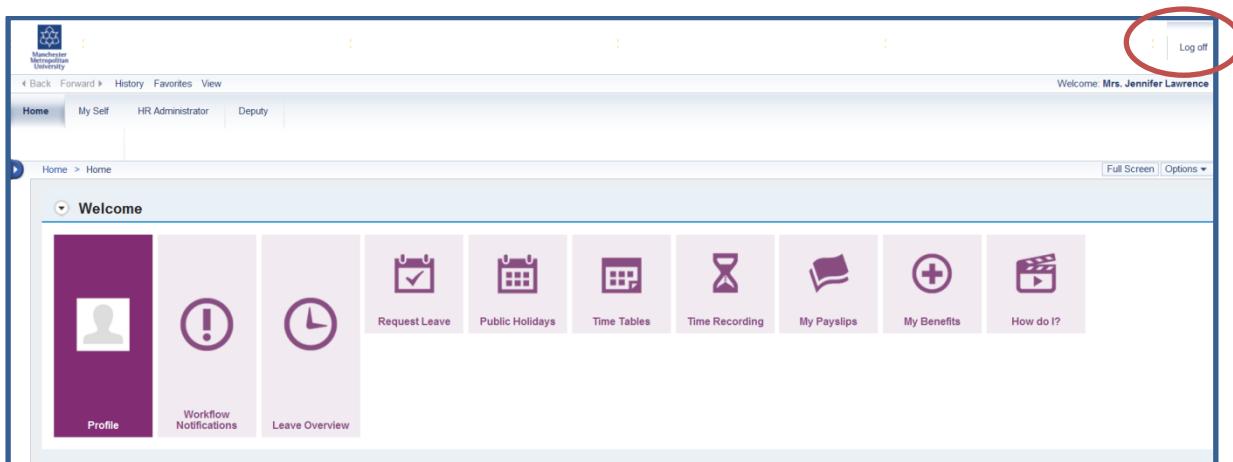


The image shows the myHR login page. It features the Manchester Metropolitan University logo on the left. The main area has a large "myHR" logo. Below it are two input fields: "MMU ID *" with the value "55112034" and "Password *". A red callout bubble points to these fields with the text: "Input your usual MMU log in details here, then click Log On." To the right of the password field is a "Log On" button. At the bottom, there is a legal notice about data protection and policies.

This portal contains personal data about staff. Before accessing, you must make sure you are familiar with your obligations under the University's Data Protection Policy at: [Data Protection Policy](#) and the University's IT policies at: [IT Policies](#) [The data contained in this portal must not be downloaded, copied or stored on any unsecure (unencrypted) device].

Logging out is equally easy. Just click 'Log off' in the top right hand corner from any page. You will be prompted "Are you sure you want to log off?" (to ensure you don't click this by accident).

The system will automatically log you out after 15 minutes of inactivity.



The Home Page

When you log in, you will go straight to the Home page, which has quick links to many of the key features of myHR. All staff will see the top section in purple. Staff with line management responsibility will also see the bottom section in blue, which allows you to respond to requests from your team, run reports and nominate a substitute to handle certain functions on your behalf.

The screenshot shows the Manchester Metropolitan University myHR home page. At the top, there's a navigation bar with Back, Forward, History, Favorites, View, Log off, and a welcome message for Mrs. Jennifer Lawrence. Below the navigation is a breadcrumb trail: Home > Home. On the left, there's a sidebar with Home, My Self, HR Administrator, and Deputy tabs. The main content area is titled 'Welcome' and contains several icons: a purple profile icon labeled 'Profile', a red exclamation mark icon labeled 'Workflow Notifications', a blue clock icon labeled 'Leave Overview', a calendar icon labeled 'Request Leave', a blue calendar icon labeled 'Public Holidays', a blue grid icon labeled 'Time Tables', a blue hourglass icon labeled 'Time Recording', a blue flag icon labeled 'My Payslips', a blue circle with a plus sign icon labeled 'My Benefits', and a blue video camera icon labeled 'How do I?'. There are also 'Full Screen' and 'Options' buttons at the top right.

Holidays and other leave

Through myHR you are able to request time off for holiday, medical appointments, jury service and a selection of other reasons. This system will replace the need for holiday cards. Your manager will respond to your request via myHR too. Through myHR you'll also be able to keep track of your outstanding leave balance, and any holidays, sickness or absence recorded on the system for you.

To get started, click on the Request Leave on the home page.

The calendar screen shows holidays and other absences which have been recorded in myHR. The two tabs next to Calendar (circled in red below) reveal additional information.

The screenshot shows the 'Leave and Absence Overview' page under the 'My Self' tab. At the top, there are buttons for Send, Send and New, and Cancel. Below that is a navigation bar with a dropdown set to 'Calendar', followed by 'Time Accounts' and 'Leave Requests'. A red circle highlights the 'Calendar' tab. The main area features a three-month calendar grid for December 2013, January 2014, and February 2014. The calendar uses color-coding: blue for Absent, grey for Multiple Entries, red for Sent, orange for Deletion Requested, light grey for Non-Working Day, and yellow for Holiday. Below the calendar is a legend: Absent, Multiple Entries, Sent, Deletion Requested, Non-Working Day, and Holiday. There are also buttons for View, December, 2013, and Apply.

The Time Accounts tab below shows your remaining annual leave entitlement in hours.

Leave and Absence Overview

Time Account: All Types

Time Account	Deduction from	Deduction to	Entitlement	Balance Remaining
Annual Leave Inc ...	01.04.2013	30.04.2014	259.00 Hours	139.50 Hours

The Leave Requests tab shows all leave requests recorded in the system. The Status column shows whether the request has been authorised.

Leave and Absence Overview

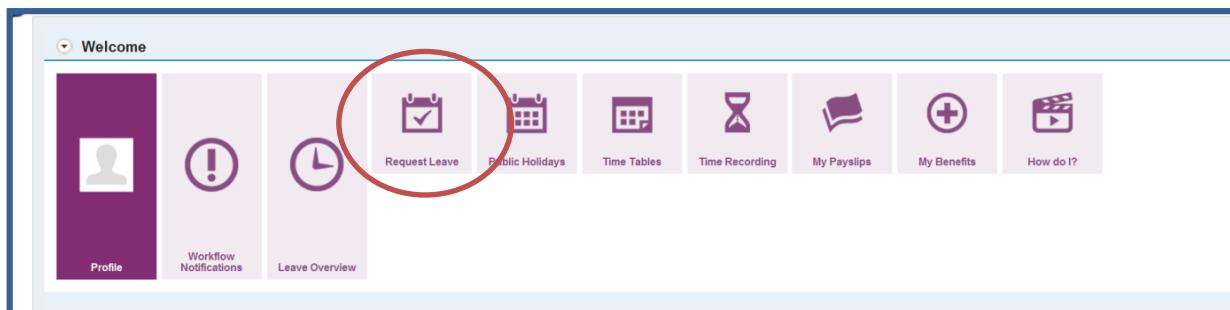
Type of Leave Start Date End Date Approver Status Absence hours

Annual Leave	13.01.2014	13.01.2014	Ms Jennifer An...	Sent	4.00
Annual Leave	10.12.2013	10.12.2013	Ms Jennifer An...	Sent	3.50
Care Provision...	29.11.2013	29.11.2013		Approved	7.00

Requesting leave

You can request leave up to thirteen months in advance. You can also retrospectively record leave to the start of the current holiday year.

From the Home screen, click 'Request Leave'.



Leave is booked in the Leave Details section of the Leave and Absence Overview.

The screenshot shows the 'Leave and Absence Overview' page. At the top, there are tabs for Home, My Self, My Staff, and HR Administrator, with 'My Self' selected. Below this is a breadcrumb trail: My Self > Overview. The main area has three tabs: Calendar, Time Accounts, and Leave Requests, with 'Calendar' selected. A calendar for November 2013, December 2013, and January 2014 is displayed. A red callout points to the calendar area with the text: 'The calendar shows leave and absences currently recorded.' Below the calendar is a 'Leave Details' section. A red circle highlights the 'Check' button. Another red callout points to this button with the text: 'The system will calculate absence hours for you when you use "shift select". See Step 2 below.' The 'Leave Details' section includes fields for Type of Leave (set to Annual Leave), General Data (with Start Date, End Date, Absence hours set to 0.00, Approver set to Ms Jennifer Aniston, and Lines for Notes), and a large text area for notes.

1. Select the type of leave you require, e.g. Annual Leave from the drop down list.
2. Enter the start date and end date using the calendar using "shift select". To do this, use your mouse to click on the first day of leave, and press the Shift button whilst clicking on the last day of leave. This will populate the date boxes and calculate the absence hours for you.
3. Click "Check". This check will let you know if there are any clashes in the system, for example existing holidays or appointments, or bank holidays. It will also tell you how many hours of holiday you will be using in the "absence hours" field.
4. Make any amendments following the check e.g. addressing any clashes. To book a half-day of leave, simply halve the number of hours which appear in the Absence Hours field. For example, 7.5 hours becomes 3.75 hours.
5. (Optional) Use the free text box for any additional notes, for example "birthday treat", "day at the races" etc. If you are requesting a half-day's leave, use this section to let your manager know whether you're requesting leave in the afternoon or morning.

When you are ready, click the Send button at the top of the page. This will send your request on to your manager for approval. If you're requesting a few holidays or absences at once leave, click Send and New to go back to the beginning. If you don't want to book the leave, just press Cancel.

Don't forget – your holiday is not approved until your manager authorises it!

If you want to book a combination of full days and part days (for example, Wednesday afternoon and all day on Thursday), you will need to book this as two separate instances.

Cancelling leave

If you wish to cancel leave which has not yet been approved by your line manager (i.e., the status says “Sent” rather than “Approved”), go to Leave Overview. Click on the trash can next to the leave date you wish to cancel. A pop up box will appear, prompting you to check the details. Click “yes”, and you’ll receive notification that the leave has been cancelled.

Type of Leave	Start Date	End Date	Approver	Status
Annual Leave	20.05.2014	20.05.2014	Mrs Josephine Elson	Sent
Annual Leave	28.03.2014	28.03.2014	Mrs Josephine Elson	Sent
Annual Leave	10.02.2014	31.12.9999		Approved
Annual Leave	10.02.2014	10.02.2014	Mrs Josephine Elson	Sent
Sickness	05.02.2014	05.02.2014		Approved

To cancel leave which has already been authorised by your line manager (i.e., the status says “Approved”), there the process is slightly different. Click on the trash can next to the leave you wish to cancel. You will move to a Leave Details page, which gives you the option to include a note to your line manager, providing extra details on why the leave has been cancelled. When you have completed this, click “Send”, to send the message to your line manager. A pop-up box will appear, prompting you to check the details. Click “Yes”, and you will receive notification that the leave has been cancelled.

Type of Leave	Description
Annual Leave	Annual Leave

General Data	Start Date	End Date	Absence hours	Processor	New Note
	02.01.2014	02.01.2014	7.50	Mr David Boreanaz	

Recording overtime

Some staff members are entitled to paid overtime. You are now able to record overtime using myHR, which replaces the need to complete timesheets. You simply record your overtime in myHR, and the details will be sent to your manager for authorisation. Once authorised, the details are passed to Payroll for processing.

You may also use this function for recording Keeping in Touch (KIT) days during maternity or adoption leave. Please note you can record overtime up to twelve weeks after the date of the overtime. You cannot request authorisation of overtime for future dates. However, you can make a note of the overtime in the system, and send it to your manager once the overtime has actually been completed.

From the Home screen, click Time Recording.

If you have more than one contract with MMU (for example, you work 0.5 FTE in one role and 0.5 FTE in another), then click on the Contracts button and select the role for which you wish to claim overtime.

Next, select the relevant date period. You can do this either by typing into the Week From field, or clicking the calendar icon next to it to search for dates. Alternatively, you can browse through dates using the Previous Period and Next Period buttons. "Period" refers to a week.

In the Wage Type column, click the expand button to reveal this list:

Wage Type	Long text	Start Date	End Date
2800	KIT Days (Adoption)	01.12.2013	31.12.9999
2801	KIT Days (Maternity)	01.12.2013	31.12.9999
2980	NCont Add Hours	01.01.1900	31.12.9999
2981	NCont O/T x 1.0	01.01.1900	31.12.9999
2982	NCont O/T x 1.5	01.01.1900	31.12.9999
2983	NCont O/T x 2.0	01.01.1900	31.12.9999
2985	Call Out Payment	01.01.1900	31.12.9999
2986	Standby All High	01.01.1900	31.12.9999
2987	Standby All Low	01.01.1900	31.12.9999

Select the relevant wage type. You will return to the Record Working Times screen.

Add the hours of overtime you wish to claim in the relevant column. Below, the example shows a claim for 8 hours of overtime on Monday 2 December 2013. Use a different line to record each different overtime rate or reason.

When you have finished entering your overtime claim, click the Check button. If you wish to amend any details, or include extra information to help your manager easily understand your overtime claim, you can do so by clicking on the Edit Details button shown below.

A pop-up window appears for you to add extra information. You can add further details as below. Click OK to change the details, or Cancel to abandon the changes.

Contract ID:	66013692
Contract	
Description:	66013692 Business Consultant (Active) 6f
Receiver cost center:	
WBS Element:	
Wage Type:	NCont O/T x 1.0 (2981)
Pay Scale Group:	
Pay scale level:	
Date:	02.12.2013
Cell content:	8.0
Full-day:	<input checked="" type="checkbox"/>
Reason for rejection:	
Processing status:	In process
Document Number:	
Note:	As discussed, I came in on Monday to help out with an event.

Now, you're ready to send your overtime claim to your manager.

You can either:

Preview and Submit	Submit directly																														
<p>By clicking Preview and Submit, your data will be saved but not released to your manager for authorisation. This is useful if you are testing the system for the first time and want to see how it works, or if you're making a note of overtime you're expecting to work in the future.</p> <p>Record Working Times: Release</p> <p>Release Cancel</p> <p> Your data has been saved</p> <p>Display Message Log</p> <p>Choose the Release button to release the selected rows. You can deselect rows you do not want to release.</p> <table border="1"> <tr> <td></td> <td>Period Start Date</td> <td>Date</td> <td>Pers.Assgn</td> <td>Per. assigntxt</td> </tr> <tr> <td></td> <td>25.11.2013</td> <td>25.11.2013</td> <td>66013692</td> <td>66013692 Business Consultant (Active) 66013692 (31.12.9999)</td> </tr> </table>		Period Start Date	Date	Pers.Assgn	Per. assigntxt		25.11.2013	25.11.2013	66013692	66013692 Business Consultant (Active) 66013692 (31.12.9999)	<p>If you're experienced in submitting overtime, you can just click Submit Directly" to send the information straight to your manager for approval.</p> <p>Record Working Times: 66013692 Business Consultant (Active)</p> <p>Save Draft Submit Directly Preview and Submit Contracts</p> <p> Your data has been released</p> <p>Display Message Log</p> <p>Calendar</p> <p>Timesheet</p> <table border="1"> <tr> <td></td> <td>Period Start Date</td> <td>Date</td> <td>Pers.Assgn</td> <td>Per. assigntxt</td> <td>WBS Element</td> <td>Wage Type</td> <td>Pay Scale Group</td> <td>PS level</td> <td>Total</td> </tr> <tr> <td></td> <td>25.11.2013</td> <td>25.11.2013</td> <td>66013692</td> <td>66013692 Business Consultant (Active) 66013692 (31.12.9999)</td> <td>2981</td> <td></td> <td></td> <td></td> <td>0.0</td> </tr> </table>		Period Start Date	Date	Pers.Assgn	Per. assigntxt	WBS Element	Wage Type	Pay Scale Group	PS level	Total		25.11.2013	25.11.2013	66013692	66013692 Business Consultant (Active) 66013692 (31.12.9999)	2981				0.0
	Period Start Date	Date	Pers.Assgn	Per. assigntxt																											
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	Period Start Date	Date	Pers.Assgn	Per. assigntxt	WBS Element	Wage Type	Pay Scale Group	PS level	Total																						
	25.11.2013	25.11.2013	66013692	66013692 Business Consultant (Active) 66013692 (31.12.9999)	2981				0.0																						

If you're happy with the details, select the rows you want to release to your manager, and then click the Release button at the top of the screen.

Viewing your payslip

Your payslips are now available to you electronically. Over the next few months, paper payslips will be phased out altogether and replaced by electronic versions. You can view the previous twelve months' payslip by clicking on the My Payslips icon on the home page.

Hover your mouse over the payslip to see additional functionality, including printing and saving your payslip.

Payslips

My Self > Overview | Full Screen | Options ▾

◀ Previous Payslip | Next Payslip ▶

Overview and Selection

Show: Last 12 months

Payment Date	Gross Pay	Net Pay
15.11.2013	1,908.66 GBP	1,515.94 GBP
15.10.2013	2,004.08 GBP	1,580.71 GBP
13.09.2013	2,004.09 GBP	1,580.92 GBP
15.08.2013	2,004.09 GBP	1,580.72 GBP
15.07.2013	2,004.09 GBP	1,580.72 GBP

Payslip

E-payslip printed from MMU's myHR staff self service portal

Manchester Metropolitan University

Employee Name : Mr David Boreanaz	Period End : 30.11.2013
MMU ID : 55112030	Payment Date : 15.11.2013
Payroll Area : MM	Tax Period : 08
Primary No : 66013688	Tax Code/Mth1: 842L/ 0
NI Number : WB234222A	Tax Reference: 080/MDCM300
NI Category : A	
PAY/ALLOWANCES/EXPENSES THIS MONTH	
Nov Monthly Pay	2,004.09
Nov MMU Unpaid	95.
7.00	136332.65
DEDUCTIONS THIS MONTH	
Tax paid	241.20

Fit to screen size | Fill screen with document | Zoom in and out | Save as .PDF file | Send to printer

Changing your personal details

myHR enables you to keep your personal details such as your address, bank details and telephone numbers up to date.

You can change most details from the Personal Profile page. To get here from the home page, just click "My Self" in the top menu bar, then Personal Profile in the My Personal Information section.

The screenshot shows the 'Personal Profile' page in myHR. At the top, there's a navigation bar with Back, Forward, History, Favorites, View, and a welcome message 'Welcome: Mr. Paul Merton'. Below that is a menu bar with Home, My Self (which is selected), HR Administrator, and Deputy. Under 'My Self', it says 'Overview'. On the right, there are 'Full Screen' and 'Options' buttons.

The main content area is titled 'Personal Profile' and contains several sections:

- Personal Data:** Shows a profile picture of a man, Name: Sir Paul Merton, Known as Name: Paul, Known as Surname: Merton, Date of Birth: 01.06.1975. There's a 'Details' link and a blue edit pen icon.
- Bank Information:** Shows Main bank details: Payee: Mr Paul Merton, Bank name: HSBC Bank plc, Bank Account: 17106041. There's a blue edit pen icon.
- Addresses:** Contains two sections:
 - Permanent Address:** House Number and Street: Oulton Road, Address Line 2: Hulme, Address Line 4: Manchester, Post Code: M13 3XX. There's a blue edit pen icon.
 - Mailing Address:** House Number and Street: 12 B Road, Address Line 2: Smethwick, Address Line 4: Birmingham, Post Code: B66 4SS. There's a blue edit pen icon.A red callout box with the text 'Click on the blue pen to edit each section.' points to the edit pens for the permanent and mailing addresses.
- Communication:** Shows Office E-mail Address (P.MERTON@MMU.AC.UK), Internal Phone Number (+441612472975), Personal E-mail Address (TEST@MMU.AC.UK), Private Mobile Number (079345667), and MMU Mobile Number (07987966666). Each has a blue edit pen icon.
- Additional Personal Data:** Shows Ethnic Origin: White - British and Sexual Orientation: Heterosexual. There's a blue edit pen icon.

Address

You can have up to two addresses on file, a permanent address and a mailing address. Any correspondence from the University will be sent to your mailing address, so do ensure that you regularly access mail at your mailing address.

To update your address, simply click on the blue pencil symbol next to your permanent address or mailing address. On the Edit Permanent Address screen, change any fields which need updating. Fields with a blue asterisk are compulsory fields. When you've made your changes, click the Save button, or to abandon the changes, just click Back.

Don't forget to update both your permanent and mailing address, if applicable.

Edit Permanent Address

Country:

Address

House Number and Street:

Address Line 2:

Address Line 3:

Address Line 4:

County:

Post Code:

* Mandatory field

Changing your bank details

If you want to change the bank account which you get paid into, click on the My Self button on the top menu bar. Go to Personal Profile, and your bank details will be on the right hand side of the screen.

To edit your bank details, click the blue pen next to Main Bank.

From here you can update your sort code and account number, and click Save at the top of the page. Your bank name (e.g. HSBC) will automatically update.

Edit Main bank

Bank Data

Payee:

Country:

Bank Sort Code: HSBC Bank plc

Account Number:

Payment Method:

If the change has been successful, the change will be effective immediately and you will see the following notice:

Personal Profile

Data saved successfully

In the days immediately prior to a payroll run, you will not be able to update your bank details and will receive an error message. You will be able to change your bank details once the payroll run is complete.

Changing your name or title

If you are changing your title to either Dr or Professor or your official first or last name, you will need to provide appropriate evidence, such as a scanned copy of your deed poll, marriage certificate or doctoral certificate. Click on My Self on the top menu bar. Under My Personal Information, click Change Personal Data. A new window will appear which shows the current data on file for you, and options to change the data.

To change your title, select the relevant title from the drop down list. Alternatively, write your new name into the boxes.

In the Attachments section, upload any evidence to support the name or title change.

When you've finished, click "Check", which will check that any supporting evidence is correctly attached. Then click "Send". This will send a notification through to the HR department. Once the change has been verified by HR, your details will change.

Personal data changes for Employee: Mr Paul Merton

Check Send

Attachments (0)

Personal Data Changes

You are able to change your title, first / last names and known as name.

Current data

Title and full name: Mr Paul Merton
Campus: All Saints

Personnel ID: 66013689
Position description: SAP Consultant

Changed data

Title:
First Name:
Last Name:
Known as First Name:
Known as Surname:

Notes

If you are changing your title to either Dr / Professor or your official first/last name, you should attach appropriate evidence (PDF, less than 1 MB size). When you have completed your changes and attached documentary evidence (if required), press SEND.

For HR use

Please check the request and choose Send if all data is in order. This will update the employee's master data. Choose Back to Author in case of queries and specify the New Comments.

Personal data changes for Employee: Mr Paul Merton

Check Send

Attachments (1)

Attachment... Academic Certificate
Path.* Choose File No file chosen Attach

Personal Data Changes

You are able to change your title, first / last names and known as name.

Current data

Title and full name: Mr Paul Merton
Campus: All Saints

Personnel ID: 66013689
Position description: SAP Consultant

Changed data

Title:
First Name:
Last Name:
Known as First Name:
Known as Surname:

Notes

If you are changing your title to either Dr / Professor or your official first/last name, you should attach appropriate evidence (PDF, less than 1 MB size). When you have completed your changes and attached documentary evidence (if required), press SEND.

Upload your evidence by clicking "Choose File", selecting the relevant document, and clicking Attach.

The document will appear here when successfully uploaded. If you accidentally upload the wrong document, just delete it using the dustbin.

Being a nominated substitute

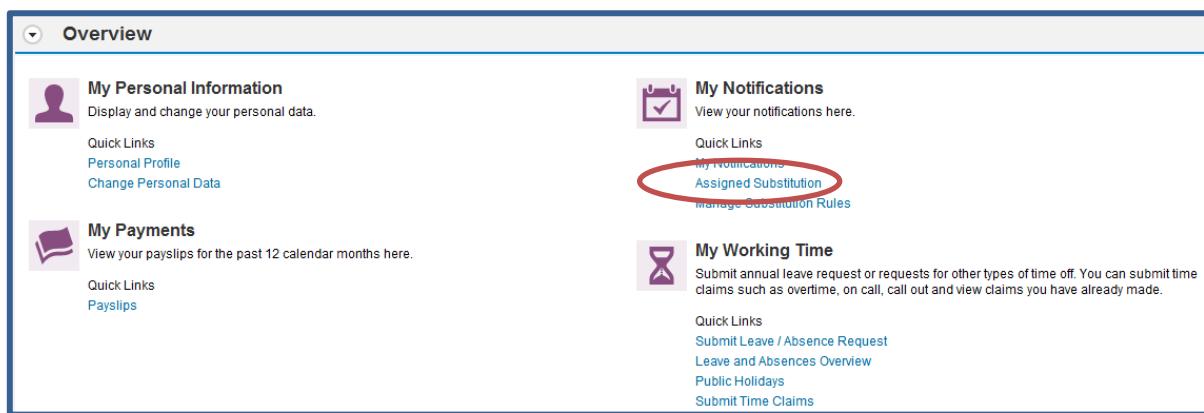
myHR allows managers to nominate substitutes to act on their behalf, for example during their holiday. Some managers will wish to nominate substitutes on a permanent basis, for example their secretary or personal assistant, or the person who coordinates any rotas for the department.

Managers can also set up a substitute who does not usually act on their behalf, however this substitute is able to assume the ability to respond to notifications during a period of unexpected absence, such as illness.

As a substitute, you will be able to act on the manager's behalf to respond to employee requests such as annual leave and overtime claims. When acting on behalf of the manager, it is vital that you check for notifications regularly so that staff members are not waiting unnecessarily for a response.

To act as a substitute, a manager must nominate you first. There are separate instructions for this in the myHR Manager Self Service Guide.

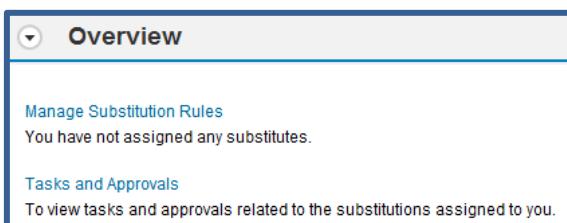
Once you have been assigned as a substitute, log in to myHR using your own credentials. Go to the My Self section and click Assigned Substitution, shown on the screen below.



A new window will appear with four key sections: [Overview](#), [Active Substitutions](#), [Team](#) and [Substituted Tasks](#).

Overview

From the Overview, you can manage your own substitution rules, and view the tasks and approvals of any substitutions assigned to you.



On the Manage Substitution Rules page, you can view, create and manage substitution rules for anything you would normally approve, and see any substitutions assigned to you.

Manage My Substitutions

You can view, create and manage your substitution rules for items which you would normally approve.
You can also see substitutions which have been assigned to you.

My Substitution Rules for Workflow Items

[Create Rule](#) [Delete](#) [Refresh](#)

If you are nominated as a substitute, the manager controls the start and end date of this nomination. You may be nominated on a temporary or permanent basis.

Where you are “filling in”, you are able to start and end the substitution takeover by clicking here. This will usually be during periods of unexpected absence.

Other Users' Substitution Rules

Task Owner	Tasks	Substitution Type	Status	Substitution Takeover
55112030	All	Fill In	Ongoing	End Takeover
PERUMALLAS	All	Receive	Ongoing	

To view outstanding notifications, go to the Overview page and click Tasks and Approvals. From here you can see outstanding tasks.

Tasks and Approvals

[Workflow Tasks](#) [Notifications \(24\)](#) [Work Items \(20\)](#)

[Time Management](#) [Working Time Approval \(1\)](#)

[Leave Approval \(3\)](#)

[Task Monitoring](#) [Current Month \(0\)](#) [Next Month \(0\)](#)

[Previous Month \(4\)](#)

Use these links to navigate around the different types of approval. For example, you might want to focus on leave or working time authorisation.

Time Management - Leave Approval

Type of Leave	Owner	Approver	Employees Absent	Start Date	End Date	Status	Used	Attachments
Annual Leave	Mrs Jennifer Lawrence	Mr David Boreanaz		06.06.2014	06.06.2014	Sent	7 Hours	
Annual Leave	Mrs Jennifer Lawrence	Mr David Boreanaz		14.04.2014	15.04.2014	Sent		
Bereavement	Mrs Jennifer Lawrence	Mr David Boreanaz		18.10.2013	18.10.2013	Sent		

To approve a leave request, highlight the relevant row(s) and click Approve:

Type of Leave	Owner	Approver	Employees Absent	Start Date	End Date	Status	Used	Attachments
Annual Leave	Mrs Jennifer Lawrence	Mr David Boreanaz		06.06.2014	06.06.2014	Sent	7 Hours	
Annual Leave	Mrs Jennifer Lawrence	Mr David Boreanaz		14.04.2014	15.04.2014	Sent		

To reject a leave request, or to view more details such as any comments from the employee, you should always provide details for the reason for rejection. To do so, click on the blue words in the first column, for example, Annual Leave. A new window will appear with further details of the leave.

Type of Leave	Owner	Approver	Employees Absent	Start Date	End Date	Status	Used	Attachments
Annual Leave	Mrs Jennifer Lawrence	Mr David Boreanaz		06.06.2014	06.06.2014	Sent	7 Hours	
Annual Leave	Mrs Jennifer Lawrence	Mr David Boreanaz		14.04.2014	15.04.2014	Sent		

Approve Annual Leave , Mrs Jennifer Lawrence , 06.06.2014-06.06.2014, New

Approve Reject < Previous Next >

Calendar Time Accounts Leave Requests

View: December 2013 2014 Apply

December 2013							January 2014							February 2014							
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	
48 25	26	27	28	29	30	1	1	30	31	2	3	4	5	5	27	28	29	30	31	1	2
49 2	3	4	5	6	7	8	2	6	7	8	9	10	11	6	3	4	5	6	7	8	9
50 9	10	11	12	13	14	15	3	13	14	15	16	17	18	7	10	11	12	13	14	15	16
51 16	17	18	19	20	21	22	4	20	21	22	23	24	25	8	17	18	19	20	21	22	23
52 23	24	25	26	27	28	29	5	27	28	29	30	31	1	9	24	25	26	27	28	1	2
1	30	31	1	2	3	4	8	3	4	5	6	7	8	10	3	4	5	6	7	8	9

Absent Multiple Entries Sent Deletion Requested Non-Working Day
Holiday

Leave Details

Type of Leave
Type of Leave: Annual Leave
Description: Annual Leave

General Data
Start Date: 06.06.2014
End Date: 06.06.2014
Absence hours: 7,00
Approver: Mr David Boreanaz
Lines for Notes:

Enter notes here to explain the reason for rejecting the leave request.

Several people are on holiday already on this date and there won't be enough cover for the office, so unfortunately I'm unable to authorise this request.

Note for Request

Once the leave is rejected, the employee will receive a notification in their Leave and Absence Overview:

Leave and Absence Data Overview

Action	Personnel Assignment	Type of Leave	Start Date	End Date	Approver	Status	Absence hours
	66013692 Business Consultant...	Annual Leave	06.06.2014	06.06.2014	Mr David Boreanaz	Rejected	7.00
	66013692 Business Consultant...	Annual Leave	14.04.2014	15.04.2014	Mr David Boreanaz	Rejected	0.00

If the staff member clicks on the leave type in the Type of Leave column, they will be able to view the name of the person who rejected the leave, and any associated notes.

Leave Overview

Type of Leave
Type of Leave: Annual Leave

General Data
Status: Rejected
Start Date: 14.04.2014
End Date: 15.04.2014
Absence hours: 0.00
Approver: Mr David Boreanaz
Lines for Notes: 06.12.2013 10:32:11 Sir Paul Merton#Several people are on holiday already on this date and there won't be enough cover for the office. Therefore unfortunately I can't approve this request.

Active Substitutions

If you are nominated as a substitute by more than one manager, you are able to switch between managers using this drop-down list.

Active Substitutions

Select Substituting Manager: Mr David Boreanaz

Team

The team screens allow you to see some details of the employees reporting to the nominating manager.

Team of Mr David Boreanaz

Display: All Employees below me Data: Organizational Search All Attributes

Reporting Line: Mr David Boreanaz

Name	Personnel No.	Org. Unit	Position
Mr Hugh Laurie	66013716	System Development	Developer
Mrs Jo Brand	66013731	SAP HR Team	Developer
Sir Paul Merton	66013689	System Development	SAP Consultant

Click on the column headings to organise the data alphabetically or in numerical order.

In larger teams, you can quickly find the right employee by using the search function.

Substituted Tasks

Substituted Tasks of Mr David Boreanaz

Team
Team Annual Leave and Absences
Create/Amend Absence

Team Annual Leave and Absences allows you to view the attendance overview and team calendar of the manager you are substituting.

Create / Amend Absence allows you to report an absence on behalf of a member of the manager's team. Click on Create/Amend Absence.

Highlight the relevant employee by clicking in the box just to the left of the employee's name. Then click To Overview.

Leave Details

Employee Selection
To Overview ►

Employee Selection: Direct Reports
Display: Organizational Information

Name	Personnel Number	Manager	Position	Job	Organizational Unit	Cost Center	Personnel Area	Personnel Subarea	Multiple Assignments
Sir Paul Merton	66013689	Mr David Boreanaz	SAP Consultant	Business Support Officer	System Development	REWARD & PLANNING	All Saints	All Saints	
Mr Hugh Laurie	66013716	Mr David Boreanaz	Developer		System Development	REWARD & PLANNING	All Saints	All Saints	

Complete the details of the leave in the Leave Details screen. Choose the leave type from the drop down list. In this example, we are recording sickness absence. Other leave types include bereavement, care provision, funeral and industrial action.

Enter the start and end dates of the absence, and select an illness description from the drop down list. You can use the free text box to record any relevant notes.

The screenshot shows a software interface titled "Leave Details". At the top, there is a "Check" button. The main area is divided into sections: "Type of Leave" and "General Data".

Type of Leave:

- Type of Leave: * Sickness
- Description: Sickness

General Data:

- Start Date: * 04.12.2013
- End Date: * 05.12.2013
- Absence hours: 0.00
- Illness description: Chest Infection
- Illness code: * RESP03
- Lines for Notes:
Hugh has a chest infection. He saw the doctor yesterday who prescribed medication. He is hoping to be back at work on Friday 6 December.

When you've completed the form, click Send to save the changes. A pop-up box appears for you to check. Click OK to save the absence or Cancel to return to the Leave Details screen.

If you're entering multiple absences, click Save and New instead of Save to return to the Employee Selection screen.

Worth knowing

Here are a few nifty features to help you make the most of myHR...

Minimising sections

You can minimise certain sections of the screen to create more space to focus on the details you're really interested in.

Before

Just click these arrows to hide and show sections

After

Personal Data

Addresses

Permanent Address

Mailing Address

Navigating dates

To speed up booking leave, use the arrows to move skip forward or back.

< and > allow you to skip back or forward by one month

<< and >> allow you to skip forward or back by one year.

Leave Details

Type of Leave

Type of Leave: * Annual Leave

General Data

Start Date: * 09.12.2013

End Date: * ..

Absence hours: 0.00

Approver:

Lines for Notes:

Calendar (November 2013):

	Mo	Tu	We	Th	Fr	Sa	Su
44	28	29	30	31	1	2	3
45	4	5	6	7	8	9	10
46	11	12	13	14	15	16	17
47	18	19	20	21	22	23	24
48	25	26	27	28	29	30	1
49	2	3	4	5	6	7	8

Sorting lists

In certain sections of Manager Self Service where you are viewing a list, you are able to sort the list into order by clicking on the column heading. In the example below, clicking on the column heading will sort the data alphabetically. Hover your mouse pointer over the column heading to see how the data will be sorted.

The screenshot shows a report interface titled "Launch Report - Employee list report". At the top, there are filters for "Period: All", "From: 01.01.1800", "To: 31.12.9999", and a dropdown for "Display: Direct Reports". Below these, a table displays employee data. The first column is labeled "Employee" and has a blue header bar. A red circle highlights this header bar. The second column is labeled "ID" and has a grey header bar. The table contains two rows of data:

Employee	ID
Mrs Jo Brand	66013731
Mr Paul Merton	66013689

A tooltip "Sorted in ascending order" is visible near the "Employee" header. There are also icons for search and filter at the top of the table.

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